

## Training Strategic Level Working Group

**May 5, 2004**

### Meeting Notes

<b>Meeting Date</b>	May 5, 2004, 10-11 am ET
<b>Attendees:</b>	<p><b>Facilitator:</b> Edward Maibach, Ph.D., Associate Director NCI</p> <p><b>Participants:</b>            UC Davis: David Rocke            Institute for Cancer Prevention: Edith Zang, Brian Pittman            OHSU: Shannon McWeeney, Ed Quick            Penn: David Fenstermacher            Pitt: Michael Becich, Jim Harrison</p> <p>Patient Advocate: Richard Boyajian, Dana Farber</p> <p>Un-represented: U of Iowa, University of Chicago, Johns Hopkins, Mayo Clinic, Cold Spring Harbor</p> <p>NCI: Marsha Reichman, Lynette Grouse, Lenora Johnson, Tamara Gallman</p> <p>Booz Allen: Working Group Coordinator: Cait Cusack</p>
	<p>Ed Maibach led the meeting with a welcome</p> <p>Agenda:</p> <ol style="list-style-type: none"> <li>1. Introduction of Marsha Reichman</li> <li>2. Review and finalization of April 16<sup>th</sup> Meeting Notes</li> <li>3. Confirmation of liaisons</li> <li>4. Summaries from liaisons</li> <li>5. Subcommittee discussion and formation</li> <li>6. Meeting Update</li> <li>7. Action Log Review</li> <li>8. Review of new Action Items</li> <li>9. Other Issues and Concerns</li> <li>10. Confirmation of next meeting</li> </ol>
<b>1. Introduction of Marsha Reichman</b>	<p>Ed Maibach introduced Marsha Reichman PhD who will be assisting him in his role as facilitator</p> <p>Marsha Reichman Ph.D., Surveillance Research Coordinator, Surveillance Research Program, DCCPS, NCI, is a biostatistician/epidemiologist. Her current activities include involvement in the development of the new</p>

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	SEER*DMS, membership in the DCCPS/DCEG informatics group, research in cancer related health disparities, cancer survival, biospecimen related studies, and statistics for population groups.
<b>2. Review and finalization of April 16<sup>th</sup> Meeting Notes</b>	April 16 <sup>th</sup> meeting notes were reviewed. Jim Harrison noted one typo, which was corrected. There were no other revisions. Notes were thus approved, finalized and will be posted to our forum
<b>3. Confirmation of liaisons</b>	<p>Liaisons have been formed between groups as follows:</p> <p>Institute for Cancer Prevention, Edith Zang with ICR  University of Pennsylvania, David Fenstermacher, with Tissue Bank and Pathology Tools  University of Pittsburgh, Michael Becich, with DSIC and Strategic Planning  University of Pittsburgh, Jim Harrison with Architecture  Mayo Clinic, Christopher Chute with Vocabulary and CDE  University of Iowa, Terry Braun with Clinical Trials</p>
<b>4. Summaries from liaisons</b>	<p>Brief summaries of the other group activities were given by the liaisons. There was a discussion about how much information needed to be brought to this group from the other groups. It was decided that those issues related to this group be presented, to present a '10,000 foot overview' and to discuss tasks being done by other groups with which we can offer assistance. If this model becomes too time consuming we will re-address this in the future and decided on an alternative method of communicating what is going on in other groups.</p> <p>1. ICR-Edith Zang</p> <ul style="list-style-type: none"> <li>• 8 Special Interest Groups have been formed: <ul style="list-style-type: none"> <li>○ Collaborative Tools</li> <li>○ Computational Genomics</li> <li>○ Translational Research</li> <li>○ Gene Annotation</li> <li>○ Pathways</li> <li>○ Proteomics</li> <li>○ Data Analysis and Statistical Analysis</li> <li>○ Microarray Repositories</li> </ul> </li> </ul>

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- The special interest groups are each
  - Defining a Mission Statement
  - Meeting once a month

#### 2. Architecture-Jim Harrison

- Architecture held a teleconference on April 16, 2004
- They have formed six subgroups
  - Exposed interface architecture
  - Information architecture
  - System architecture
  - Security and Access Control
  - Best Practices
  - Reference Implementations

#### 3. Clinical Trials-Mike Becich

- The group is determining task orders
- Baseline to interact protocol management
- Face to face meeting NCI in DC
- Three tired agenda-adopter sites have not been chosen

#### 4. Strategic Planning-Mike Becich

- What is the big picture?
- A six hour session at the BRIITE meeting is planned and a white paper will be written from this session
- Asked that if anyone has a vision to please contribute this to him

#### 5. Data Standards-David Fenstermacher

- Developers
- Adopters
- Preparing a template for use case document
- Trying to get a handle on what the needs are and what the boundaries are and the overlap
- IRB issues

#### 6. DSIC-Mike Becich

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	<ul style="list-style-type: none"> <li>○ Assigning liaisons</li> <li>○ White paper on <ul style="list-style-type: none"> <li>○ Sharing software</li> <li>○ Intellectual Capital</li> <li>○ Sharing data across the system</li> <li>○ External experts on these issues</li> </ul> </li> </ul>
5. Subcommittee discussion and formation	<p>Ed Maibach proposed the formation of three subcommittees:</p> <p>1) Developer Training We have a pressing need to develop training materials for developers, requiring us to have tight interactions with the Architecture Workspace and the Vocabularies &amp; Common Data Elements. The immediate tasks for this group are:</p> <ul style="list-style-type: none"> <li>a) Perform a needs assessment of developers</li> <li>b) Develop a project plan around these needs with deliverables and milestones</li> </ul> <p>2) Adopter Training and Evaluation Activities for this group need to be occurring in parallel to the first subcommittee. The immediate tasks include:</p> <ul style="list-style-type: none"> <li>a) Identify currently available training tools</li> <li>b) Develop a project plan with deliverables and milestones for developing additional necessary training tools</li> <li>c) Develop a protocol for evaluating and improving training tools</li> <li>d) Develop a protocol for evaluating and improving caBIG applications</li> </ul> <p>3) Communication This subcommittee will work with the caBIG Communications Team to finalize and possibly to execute aspects of the communication plan including:</p> <ul style="list-style-type: none"> <li>a) Presentations internal to the centers and external at National meetings</li> <li>b) Toolkits for use by the centers to promote the caBIG initiative</li> </ul> <p>These three subcommittees will improve our ability to achieve the objectives we established for ourselves. We will eventually have to form a Training Subcommittee around Users, but will save that challenge for the future.</p> <p>The group approved the proposal of having subcommittees. There was then a call for volunteers for each of the groups. The subcommittee</p>

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	<p>members volunteered as follows:</p> <p>1) Developer Training-Jim Harrison-Chair Chris Chute, Mike Becich, David Fenstermacher, David Rocke, Terry Braun</p> <p>2) Adopter Training and Evaluation-Edith Zang Chair David Fenstermacher, Shannon McWeeney</p> <p>3) Communication-Richard Boyajian-Chair Mike Becich</p>
6. Meeting Update	<p>Discussed options around our quarterly face- to- face meetings. In order for face-to-face meetings to be funded as a caBIG meeting that meeting needs to be substantive, lasting a day to a day and a half, with measurable outcomes resulting from the meeting. The group would like to move forward as quickly as possible with a face-to-face meeting. A decision was made to find dates in June convenient to the most number of people and to hold our first meeting in the DC region.</p>
7. Action Log Review	<p>Current action log reviewed. Action log to be revised with two logs in the future: one containing items that BAH will be managing, and the second those items being managed by the cancer center participants. It was noted that the current action log has items from the objectives document and as such is not a functional log. The log will be revised to contain specific tasks being carried out by the cancer center participants.</p>
8. Review of new Action Items	<p>New action items generated during the meeting were reviewed. Please see action items below</p>
9. Other Issues and Concerns	<p>1. There has been an issue around receiving meeting materials in that some members haven't received them because the file size was too large, but when zipped other members are unable to receive them. The suggestion was made to post the meeting materials on the forum so that members could download them at their leisure. However this does not work for those members who work mostly off-line. It is clear that some combination of the above to accommodate everyone will work best. Cait will facilitate this.</p> <p>2. Ed Maibach discussed the role of communications in this group. There are currently 2 communications plans-the first that this group developed during the initial kick-off and the other developed by the caBIG Communications Team. Our communications subcommittee will be certain that our plan is encompassed by the overall plan.</p> <p>3. Mike Becich suggested a naming convention for our documents:</p>

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	<p>The initial writers initials_version number_date_revising individuals initials</p> <p>For example: CMC_V1_042304</p> <p>The revision by Mike Becich: CMC_V2_050504_MB</p>			
10. Confirmation of Next Meeting	Our next meeting will be held May 19, 2004 10-11:30 am ET			
New Action Items:				
	Name Responsible	Action Item	Date Due	Notes
	Cait Cusack	Finalize April 16 <sup>th</sup> teleconference notes and post	May 19, 2004	
	Cait Cusack	Finalize a date for a face to face meeting	May 19, 2004	
	Cait Cusack	Revise action log and divide in to two logs	May 19, 2004	
	Cait Cusack	Check on document repository	May 19, 2004	
	Developer Training Subcommittee	Perform a needs assessment of developers	Proposed June 15, 2004	
	Developer Training Subcommittee	Develop a project plan around these needs with deliverables and milestones	Proposed June 28, 2004	
	Adopter Training and Evaluation Subcommittee	Identify currently available training tools	Proposed June 28, 2004	

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	Adopter Training and Evaluation Subcommittee	Develop a project plan with deliverables and milestones for developing additional necessary training tools	Proposed July 15, 2004	
	Adopter Training and Evaluation Subcommittee	Develop a protocol for evaluating and improving training tools	Proposed September 1, 2004	
	Adopter Training and Evaluation Subcommittee	Develop a protocol for evaluating and improving caBIG applications	Proposed September 1, 2004	
	Communication Subcommittee	Work with caBIG Communications Team to develop a method for presentations internal to the centers and external at National meetings	Proposed September 1, 2004	
	Communication Subcommittee	Work with caBIG Communications Team on toolkits for use by the centers to promote the caBIG initiative	Proposed September 1, 2004	